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Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030027-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 16 May 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 8 - 15 May 1956

1. A second conference was held with [] They advised that the present testing medium is excellent. After [] had reviewed the tests he proposed six new questions for [] Considering the amount of time consumed, this exercise does not appear very profitable. He also suggested that a more comprehensive coverage in certain lectures might be of assistance. This is difficult to interpret in terms of application since [] has not been able to listen to the lectures, and it is believed the staff is covering these items to the very best of their ability. It has been agreed that the following action be taken: Incorporate the suggested variation in the test and dry-run it with the staff by 21 May on which date [] will return and check the results.

2. A request for leave without pay until 1 November 1956 was received from [] Mr. Baird agreed that this position could be double-slotted. A personal cable was sent [] advising her of this decision. [] of the Director's office has evidenced an interest in the position and hopes to obtain her release in time to enroll in Operations Support beginning 28 May.

3. [] held a final meeting with [] of Publication Control on 8 - 10 May. The latest developments in connection with the Finance Handbook indicate that Mr. Gates Lloyd and [] have agreed to send one copy through DDS and another through DDP for approval, thus expediting the coordination.

4. [] completed the content and index of the Basic Tradecraft Manual and submitted it to [] shop. The manual will be submitted for publication 17 May. Supplements to the manual will consist of: (1) Objective Tests, (2) Tradecraft Bibliography, and (3) Graphic Training Aids.

5. [] attended the Finance Staff Meeting on 4 May, and presented a lecture in Basic Orientation.

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